



## AMERICAN BATTLE MONUMENTS COMMISSION

Date: 5/21/2019

Emma Best  
Muckrock.com  
FOIA Tracking #: 2019-09

Dear Ms. Best:

This is to acknowledge receipt of your Freedom of Information Act (FOIA) request dated 5/21/2019, and received in this Office on 5/21/2019, for:

“Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

1. The instruction to do so from the Agency, as well as any guidance from the senior leadership
2. Documents discussing proposals and procedures
3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office
4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and its creation
  - \* A copy of the agency's first perfected (successful) FOIA request
  - \* Copies of other FOIA requests filed before the FOIA request described above
  - \* Processing notes, search slips and response documents regarding the FOIA requests described above
  - \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests
  - \* A copy of the agency's first successful FOIA appeal
  - \* Copies of other FOIA appeals received by the agency before the appeal described above
  - \* Processing notes, search slips and response documents regarding the FOIA appeals described above
  - \* The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals”

The Freedom of Information Act Office is processing your request on behalf of the American Battle Monuments Commission.

The records you seek require searches in other Offices, and so your request falls within “unusual circumstances.” See 5 U.S.C. 552 § (a)(6)(B)(i)-(iii). Because of these unusual circumstances, we need to extend the time limit to respond to your request beyond the ten additional days provided by the statute. For your information, we use multiple tracks to process requests, but within those tracks we work in an agile manner, and the time needed to complete our work on your request will necessarily depend on a variety of factors, including the complexity of our records search, the volume and complexity of any material located, and the order of receipt of your request. For example, our data indicates that requests in the simple and expedited tracks take about one week, and complex track requests average 21 days. At this time we have assigned your request to the complex track. In an effort to speed up our process, you may wish to narrow the scope of your request to limit the number of potentially responsive records so that it can be placed in a different processing track. You can also agree to an alternative time frame for processing, should records be located; or you may wish to await the completion of our records search to discuss either of these options.

*If you have any questions or wish to discuss reformulation or an alternative time frame for the processing of your request, you may contact the analyst handling your request at [foia@abmc.gov](mailto:foia@abmc.gov), or our FOIA Public Liaison, Jennifer Li, for any further assistance and to discuss any aspect of your request at:*

American Battle Monuments Commission  
2300 Clarendon Blvd, Suite 500  
Arlington, VA 22201  
Telephone: (703) 696-6781  
Email: [lij@abmc.gov](mailto:lij@abmc.gov)

You may also contact the Office of Government Information Services (OGIS) of the National Archives and Records Administration to inquire into the FOIA mediation services they provide. OGIS can be contacted at the following:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, Maryland, 20740  
Telephone: (202) 741-5770  
Facsimile: (202) 741-5769  
Toll-Free: (877) 684-6448  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)

We have not yet made a decision on your request for a fee waiver. We will do so after we determine whether fees will be assessed for this request. In your letter you agreed to pay fees up to \$0 prior to being informed of the total charge in advance of fulfilling your request in the event that a fee waiver is not granted.

I regret the necessity of this delay, but I assure you that your request will be processed as soon as possible.

If you have any questions or wish to discuss reformulation or an alternative time frame for the processing of your request, you may contact me by telephone at (703) 696-8384, or you may write to me at: [FOIA@ABMC.gov](mailto:FOIA@ABMC.gov), or by mail via: FOIA Requestor Service Center, American Battle Monuments Commission, Suite 500, 2300 Clarendon Blvd, Arlington, Virginia, 22201. Lastly, you may contact our FOIA Officer and FOIA Public Liaison, Jennifer Li, via email: [lij@abmc.gov](mailto:lij@abmc.gov), or by telephone at (703) 696-6781, if you have any questions regarding this matter.

Sincerely,

Robert Cedeno  
FOIA Assistant